

Application for Special Events Within the Town of Hilton Head Island, SC

Application processing fee of \$100.00 (please attach copy of receipt to application)
501-C organizations exempt from fee (copy of 501 tax exempt letter required)

Please type or print legibly

Name of Activity/Event _____

Sponsoring Organization Name _____

Is sponsoring group a non-profit organization? ☐ Yes ☐ No If yes, attach 501 IRS letter.

Name of Primary Contact Person

Alternate Contact Person's Name

Primary Address

Alternate Address

Primary Phone Number/Facsimile

Alternate Phone Number/Facsimile

Resident Agent Name
(required for out of Town Applicants/Sponsors)

Resident Agent Phone Number/Facsimile

Resident Agent Mailing Address

Resident Agent Physical Address

Location of Event: _____

Description of Event: _____

Date(s) of Event: _____ Hours of Operation: _____

Set-up time needed: _____

Number of people involved:

Participants: _____

Entertainment: _____

Vendors (note all vendors need business license): _____

Expected Number of Audience _____

Entertainment (Show on site plan):

Location _____

Speakers/Microphone needed? ☐ Yes ☐ No Electrical Hook-ups needed? ☐ Yes ☐ No

Other: _____

Parking Requirements (Show on site plan):

Number of parking spaces available: _____ Number of Handicapped Spaces: _____

Participants Parking Location _____

Vendors Parking Location _____

Entertainment Parking Location _____

Audience Parking Location _____

(If the audience parking location is insufficient on site, parking arrangement letter(s) from owner(s)/renter(s) of additional parking sites stating number of parking spaces available shall be submitted and shown on site plan)

Clean-up Plan/Litter Control _____

Name of Waste Hauler _____

Number of Toilets _____

Location of Toilets _____

If Using Security:

Name of Company/Contact Person and Phone Number _____

Number of Security Guards that will be provided _____

All bonds are to be posted with the Town of Hilton Head Island Business License Office. Bonds are requires to be posted prior to receiving your Special Event Permit.

Required Refundable Special Event Bond of \$500 posted? ☐ Yes ☐ No (If yes, attach copy of receipt)

 **See attached checklist for requires information that must accompany application.**

Signature of Applicant

Signature of Resident Applicant (Required if applicant is not a resident of the Town of Hilton Head Island)

 **Attach Checks for Application Fee, Site Plan to Application**

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Application fee/\$100.00 (must be paid prior to any application review) attach receipt

Special Event check list for applicant
must accompany application

The below must accompany you Special Event application or application will be considered incomplete and returned to applicant.

SITE PLAN/Must show the following:

1. Location of all structures with respect to the existing buildings, property lines, roads and walkways., to include

- ☐ Tents/detail description of size/state if tent is fully or partially enclosed/number of tents/must show location of all tents.
- ☐ Grandstands/size/capacity
- ☐ Bandstands/include electrical hook ups
- ☐ vendor booths/size and description of booths
- ☐ refreshment stands
- ☐ restrooms/include number of handicap available
- ☐ portable toilets/number
- ☐ drinking fountains
- ☐ tables
- ☐ signs/may require sign permit (all signs prohibited on beach)
- ☐ parking areas/include handicap spaces available and number
- ☐ all electrical hookups
- ☐ speakers/hook up location(s)
- ☐ support vehicle locations and number of vehicles

2. Additional applications/licenses or permits required

- Sign permit from Planning Department
- Business licenses from Town Business Office for all vendors
- Liquor license and/or beer/wine license from State of SC
- State of South Carolina Department of Health approval for all food vendors

For out of Town sponsors a resident agent is required. Your application will be reviewed by the following Town Departments for further requirements and may result in additional bond amounts to be posted prior to receiving your Special Event permit. **A minimal bond amount of \$500.00 will be required** unless you are a tax exempt organization which requires a 501 C-3 IRS letter. Bonds must be posted prior to receiving your Special Event permit.

Beaufort County Sheriff Department/required Traffic and Crowd control
Hilton Head Island Fire and Rescue Department/EMS Standby/Fire Marshall inspections
Planning review for Development exemption
Inspections review for all required inspections and approval(s)/Accessibility for the disabled